

**PBT Drafting Team Conference Call Summary**  
**March 8, 2005, 10:30 am – 12:00 pm Central Time**

**Introduction – Agenda Review**

Melissa Hulting began the meeting by welcoming participants and establishing the purpose of the call. The most important item on the agenda was to recap what happened at the Maumee Bay retreat on February 22 and 23.

**Maumee Bay Activities and Subsequent Action Items**

On the first day of the retreat, the Strategy Team discussed the goals developed by the drafting team. The group decided to reconfigure these goals based on those that have already been established in the Great Lakes Water Quality Agreement and Binational Toxics Strategy (BTS). This task was directed back to the drafting team. Ted and Melissa will work together to rewrite the goals, which will still consist of both general, long-term goals and short-term goals.

On Day 2 of the retreat, the group discussed actions (strategic recommendations) that should be taken to reach desired goals. There was no systematic way to generate actions simply by looking at goals, so the effort turned into a brainstorming session. Actions suggested at the meeting were recorded by Melissa; any additional actions developed by team members since the meeting should be e-mailed to both her and Ted. Melissa will remind the group to send actions by COB on March 9, since she has not received many thus far.

At Maumee Bay the group agreed to develop a matrix listing key action items and the stakeholders responsible for performing these actions. In some cases, multiple stakeholders will be charged with various elements of the same action item. Beth and Marcia are currently working on this matrix, based on actions and categories suggested during the retreat. The top row of the matrix contains major categories of activities; individual actions will be listed under relevant categories. As the matrix is developed, it will become easier to identify gaps and redundancy. Beth and Marcia will send the matrix out to the rest of the group for comments as soon as possible.

A significant portion of the conference call was spent discussing direction given to the group at Maumee Bay regarding the types of action items that should be included in the Strategy document. The group was asked for a laundry list of action items; neither practicality nor cost was mentioned as a factor for consideration at this point. People should, however, begin to think about whether action items are near-term, medium-term, or long-term in nature, since a timeline will have to be specified in the Strategy document. Ted noted the importance of including detailed information in the document. Beth and Marcia are working to ensure the suggestions made at Maumee Bay are reworded to be as specific as possible in the matrix. Other potential sources of action items are the Lakewide Management Plans (LaMPs) and BTS. Sue Brauer will be working with the LaMPS, and she suspects that the action items in these plans will be the same as those identified in the BTS.

## **Path Forward for Writing Strategy Document**

Melissa shifted the discussion to development of the Strategy document. Topics included how remaining sections should be written and who should be responsible for them.

The group discussed how to incorporate white papers into the Strategy. It may be extremely difficult to condense them in a way that preserves their meaning; a better option would be to include them as an appendix. Dale Phenicie reminded the group that the Executive Committee promised to provide guidance on appendices. If white papers can be included in an appendix, one option would be to insert a brief statement in the main text of the Strategy indicating that a gap analysis has been conducted for ongoing programs and that the items addressed in the Strategy have been identified as necessary actions based on this analysis. The reader could then be directed to the appendix for a detailed description of ongoing efforts (white papers). Melissa asked white paper authors to provide her with a list of gaps in current programs and/or important action items, if they had not already done so in their presentations at Maumee Bay. Authors also may refine the information presented at Maumee Bay, if desired.

Carri Lohse-Hanson questioned how the 2000 Lake Superior LaMP can be used to identify actions for inclusion in the Strategy document. Nearly 200 activities have been identified in the LaMP, and many of these are similar to those on the brainstorm list from Maumee Bay. Melissa directed her and others working with these documents to identify major priorities in the LaMPS that are applicable throughout the Basin and that have not been included already in the list of PBT actions. It will not be possible to recommend thousands of actions in the Strategy document, so the team will eventually have to prioritize them. Therefore, people should only submit action items they consider to be important.

A brief discussion ensued regarding how actions should be represented in the main body of the Strategy document (in broad categories or in more specific terms). Melissa stressed the need to mention the most important action items specifically in the main document, since people do not always read appendices. Concrete activities need to be specified (e.g., rural areas need improved capacity to pick up and dispose of garbage). As the matrix of actions and stakeholders is organized, key action items should rise to the top, particularly those addressed by multiple stakeholders.

Joe DePinto questioned whether white paper comments have been sent to GLNPO. Melissa responded that these comments should be forwarded directly to authors; she has not received anything. Melissa also reminded authors to provide her with a formal gap analysis for each white paper topic so that she can incorporate actions into a list by the next PBT Reduction Strategy Team conference call, scheduled for Wednesday, March 16.

The group briefly discussed the problem statement. Since no additional comments have been received, the problem statement will be considered complete after making a few minor tweaks that had been suggested already. The entire team will have an opportunity to provide input when the problem statement is boiled down for the Strategy document. Melissa and Ted will send the problem statement to the rest of the group at the same time they send the revised goals for comments.

## **Chemical Screening Program Subgroup**

At Maumee Bay there was a suggestion to form a subgroup to look at chemical screening programs. Seth Dibblee will be leading this group, which will also include Frank Anscombe, Will Elcoate, Mike Murray, Rachel Heckl, Dale Phenicie, Sue Brauer, and Melissa Hulting. The group is charged with looking at national chemical screening programs to find out what they are doing, how they are communicating their activities to the Great Lakes community, and how their actions can be supplemented by the PBT Reduction Strategy Team. Dale thought the subgroup would identify gaps by finding individuals working within these programs and talking with them directly. He has asked colleagues in industry to provide him with names of people who might be familiar with screening programs. Seth has access to people within some of these programs, as well. Seth will also use Dale's white paper as a starting point for identifying screening programs. Sue Brauer directed Seth to the Interagency Testing Committee, a comprehensive resource on screening programs. Seth and Dale will work together to figure out specific tasks for the subgroup.

### **Action Items**

- Ted will forward a written commentary on High Production Volume chemical programs to the rest of the group (already completed during conference call).
- Melissa and Ted will finalize the goals and problem statement by the next drafting team call (March 22).
- Sue and Carri will try to pull missing action items from the LaMPS.
- Beth and Marcia will develop the action item/stakeholder matrix.
- Melissa will send out a reminder for people to submit actions to be added to the list (and for white paper authors to submit perceived gaps); she will also search for gaps already identified in the Maumee Bay PowerPoint presentations.
- Authors should update white papers and send them to Melissa and Ted for posting on the website.
- Seth, Dale, and others on the chemical screening subgroup will meet among themselves to decide on scope and other issues.